

City of Chattanooga, TN
Personnel Class Specification

Class code 1945

FLSA: Exempt

CLASSIFICATION TITLE: SPECIAL PROJECTS COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative functions associated with managing, overseeing, and monitoring grants provided to community-based organizations, neighborhood associations, and faith-based organizations through the Neighborhood Services Department, and with creating and coordinating public relations materials to provide city government information to the public for various City departments.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Consults with Assistant Administrator, Administrator, department administrators, granting agencies, community leaders, or other officials to review grant progress/status, review work activities, review/resolve problems, receive advice/direction, or provide recommendations.

Develops grant applications and grant award criteria; writes grant policies; develops strategies for proposals; executes contracts and permits for grants.

Coordinates funding sources; ensures availability of funds.

Conducts analysis of program applicants; summarizes applicant data; reviews census reports to determine eligibility of applicants; conducts site visits of applicants.

Oversees activities of Selection Committee; plans meeting agendas and presides over meetings.

Ensures compliance of grantees with grant guidelines; verifies program activity and financial reports in accordance with program standards; conducts site visits and makes photographic records to document activity.

Coordinates intra-departmental activity pertaining to grants.

Coordinates projects; coordinates special projects involving department participation; plans and coordinates project activities; monitors progress of ongoing and completed work; evaluates effectiveness of projects; assists in developing goals and objectives; prepares related reports.

Coordinates production and distribution of magazines, newsletters, brochures, flyers, notices, and other public relations materials; selects appropriate topics and supporting photographs/graphics for publications.

Creates, composes, and edits various public relations materials; creates brochures, flyers, notices, posters, and newsletters; composes, writes, proofreads, and/or edits articles and other copy; performs layout and design work for public relations materials/publications; takes photographs for publication.

Coordinates printing and distribution of public relations materials.

Determines most effective tools for communicating information regarding specific programs/projects; determines eligibility of projects or of applicants; determines effective media strategies for various public issues; develops promotional tools for various programs/projects; develops cost estimates for projects and publications.

Serves as liaison to the news media and coordinates media relations; answers questions and responds to requests for information from newspapers and radio/television stations; prepares and disseminates press releases; participates in media interviews and press conferences; schedules media appearances for staff.

Coordinates various training activities; schedules and conducts training seminars for grant applicants and grant recipients; coordinates or conducts training classes on media relations or related issues; coordinates and schedules training classes for constituents; develops training materials for training modules.

Performs various administrative duties, which may include preparing executive summaries of programs, creating annual reports for the department, preparing budget reports of grants, developing City Services Guide and distributing to the community, writing grant proposals, or providing administrative support as requested.

Coordinates information pertaining to special events.

Researches and compiles various statistical, demographic, or administrative data; makes applicable calculations; analyzes/interprets data and identifies trends; prepares/generates reports and charts.

Prepares or completes various forms, reports, correspondence, grant applications, summary reports, grant award criteria, budget reports, balance sheets, policies,

contracts, training materials, magazines, newsletters, brochures, flyers, notices, posters, feature articles, news articles, press releases, video script, annual reports, grant proposals, presentations, media kits, directories, or other documents.

Receives various forms, reports, correspondence, grant applications, grant guidelines, financial reports, budget reports, contracts, census reports, attendance schedules, invoices, newspaper copy, newsletters, magazines, graphs, charts, graphics books, photograph files, maps, policies, procedures, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, desktop publishing, graphic presentation, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Operates various equipment associated with work activities, such as a digital camera, video camera, television, VCR, computer, printer, scanner, fax machine, copy machine, calculator, or telephone; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Monitors inventory of department equipment and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Maintains file system of departmental records, including graphic design materials, photographs, slides, printed materials, news articles, and publications.

Provides information and assistance related to grants program, guidelines, eligibility, procedures, forms, or other issues; responds to routine questions or complaints; initiates problem resolution.

Communicates with supervisor, city officials, employees, other departments, grant applicants, grant recipients, community leaders, civic organizations, neighborhood associations, religious organizations, the public, vendors, graphic designers, the media, media specialists, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Represents the City at various meetings, conferences, or public functions; serves as staff representative on various committees or with civic/community organizations as needed; makes speeches or presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops, and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, typing documents, entering data into computer, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Communications, Public Administration, Public Relations, Management, or closely related field; supplemented by three (3) years previous experience and/or training that includes public administration, general accounting, grant coordination, public relations, media relations, journalism, graphics design, desktop publishing, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: July, 2000